

## WHAT IS CLAIMED IS

1. A method for preparing at least one personal document for remote archiving, comprising the steps of:  
     associating at least one index word with the at least one personal document;  
     and  
     transmitting at least one file related to the at least one personal document to a remote storage location.
2. The method of claim 1, wherein said at least one index word is transmitted to said remote location in the same session as said at least one file.
3. The method of claim 1, wherein said at least one index word is transmitted to said remote location in a different session than said at least one file.
4. The method of claim 1, wherein said at least one file is an image file of said at least one personal document.
5. The method of claim 4, further comprising the step of:  
     obtaining said at least one image file.
6. The method of claim 5, wherein said obtaining includes the step of:  
     scanning said at least one personal document to generate said at least one image file.
7. The method of claim 5, wherein said obtaining includes the step of:  
     downloading said at least one image file from a web site on the world wide web.
8. The method of claim 7, wherein said downloaded image file is directly transmitted from said web site to said remote storage location.

9. The method of claim 8, wherein said downloading and direct transmitting occurs upon a user defined condition being met.

10. The method of claim 1, wherein said at least one file is a voice file of said at least one personal document.

11. The method of claim 1, wherein said at least one index word is embedded in said at least one file.

12. The method of claim 11, wherein said at least one index word is embedded in said at least one file using a technique selected from the following group that includes: manual highlighting, field completion, and keyword usage.

13. The method of claim 1, wherein said at least one index word associated with said at least one personal document is indicated using a technique selected from the following group that includes: manual keying, scanning, selecting from a menu, and speaking.

14. A method for remotely archiving at least one personal document comprising the steps of:

receiving from a remote site at least one file related to the at least one personal document;

associating at least one index word with said at least one file; and

storing said at least one file.

15. The method of claim 14, further comprising the step of:

receiving at least one index word associated with said at least one file.

16. The method of claim 15, wherein at least one index word associated with said at least one file is identical to said at least one received index word.

17. The method of claim 15, further comprising the step of:

identifying said at least one received index word through a technique selected from the following group that includes: keyword identification, highlight identification, field identification, and speech recognition.

18. The method of claim 15, further comprising the step of:  
prompting the transmitter of said at least one received index word for user assistance.
19. A method for requesting the retrieval of at least one remotely archived file related to a personal document, comprising the steps of:  
specifying at least one index word; and  
receiving the at least one file associated with said at least one specified index word.
20. The method of claim 19, further comprising the step of:  
outputting the at least one file.
21. The method of claim 20, wherein said outputting includes the step of  
displaying the at least one file.
22. The method of claim 20, wherein the at least one received file is outputted as an audio output.
23. The method of claim 19, further comprising the step of:  
selecting the at least one file for receiving from among more than one file associated with said at least one specified index word.
24. The method of claim 23, wherein said selecting is performed using a web browser.
25. The method of claim 19, wherein the at least one file includes a summary of at least some of the information included in the at least one personal document.

26. A method of retrieving at least one remotely archived file, related to at least one personal document, comprising the steps of:
- receiving at least one index word associated with said at least one remotely archived file;
  - retrieving said at least one remotely archived file from storage; and
  - transmitting said retrieved at least one file.
27. The method of claim 26, further comprising the step of:
- prompting for user assistance.
28. A system for remotely archiving at least one personal document, comprising:
- at least one processing element for associating at least one index word with at least one file related to the at least one personal document; and
  - at least one storage element for storing said at least one file based on said associating.
29. The system of claim 28, wherein said system is coupled to the Internet.
30. The system of claim 28, further comprising at least one fax gateway for receiving said at least one file.
31. The system of claim 28, further comprising at least one voice gateway for receiving said at least one file.
32. A system for preparing at least one personal document for remote archiving, comprising:
- at least one communication interface; and
  - at least one device for specifying at least one index word associated with the at least one document, coupled to said at least one communication interface.

33. The system of claim 32, wherein said at least one device includes at least one device selected from the group that includes: a data entry device, a microphone, a scanner, and a display and pointing device.

34. The system of claim 32, further comprising:  
at least one scanner for generating at least one file, wherein said at least one file is an image file of the at least one document.

35. The system of claim 34, wherein said at least one scanner is part of at least one archiving device which includes at least one controller.

36. The system of claim 34, wherein said at least one scanner is a peripheral to at least one another device coupled to said at least one communication interface.

37. The system of claim 36 wherein said at least one another device is selected from the group that includes: a personal computer, a set top box, a game console, a personal digital assistant, a wireless device, and an internet appliance.

38. A system for retrieving at least one remotely archived file related to at least one personal document comprising :

at least one storage element for storing the at least one file related to the at least one personal document; and

at least one searching element for searching said at least one storage element for the at least one file.

39. The system of claim 38, wherein said system is coupled to the Internet.

40. The system of claim 38, further comprising at least one voice gateway.

41. The system of claim 38, further comprising at least one fax gateway.

42. A system for requesting the retrieval of at least one remotely archived file related to at least one personal document, comprising:

at least one communication interface; and

at least one device coupled to said at least one communication interface for specifying at least one index word associated with the at least one document.

43. The system of claim 42, wherein said at least one device is a web enabled device.

44. The system of claim 42, further comprising  
at least one output device for outputting the at least one file

45. The system of claim 44, wherein said at least one output device is selected from the group of: a display unit, a monitor, a TV, a personal digital assistant, a wireless communication device, and an internet appliance.

46. The system of claim 44, wherein said at least one output device is directly coupled to said at least one communication interface.

47. The system of claim 44, wherein said at least one output device is a peripheral of at least one another device coupled to said at least one communication interface.

48. The system of claim 47, wherein said at least one another device is selected from a group of: a personal computer, a set top box, and a game console.

49. A method of providing a remote archiving service to individual users by an application service provider, comprising the steps of:

users registering for remote archiving service;  
users using remote archiving service; and  
users being billed based on their usage.

50. The method of claim 49, wherein usage includes the number of hours connected to a site of the application service provider.

51. The method of claim 49, wherein usage includes the frequency of logging on to a site of the application service provider.

52. The method of claim 49, wherein usage includes the amount of memory allocated to individual users.

53. An apparatus for capturing and feeding a document to a remote archiving system, comprising:

a controller; and

a scanner module coupled to said controller.

54. The apparatus of claim 53, further comprising a communications module coupled to said controller.

55. The apparatus of claim 53, further comprising an audio processing module coupled to said controller.

56. The apparatus of claim 53, further comprising a display module coupled to said controller.

57. The apparatus of claim 53, further comprising an input module coupled to said controller.

58. The apparatus of claim 53, further comprising an output module coupled to said controller.

59. The apparatus of claim 53, further comprising a hard copy interface coupled to said controller.